



Wisconsin Department of Corrections

Governor Scott Walker | Secretary Jon E. Litscher

Office of Detention Facilities

October 31, 2017

Chief Thomas E. Czarnyszka
Glendale Police Department
5909 N. Milwaukee River Pkwy.
Glendale, WI 53209

RE: 2017 Annual Inspection, Glendale Municipal Lockup

Dear Chief Czarnyszka:

As you know, the Department of Corrections has the responsibility by statute to set reasonable standards and regulations for the design, construction, repair, and maintenance of municipal lockup facilities as defined in State Statute 302.30. The standards are set forth in the Department of Corrections Administrative Code, Chapter DOC 349. Annual inspections are also required of each facility to assess the safety, sanitation, adequacy, and fitness of each lockup pursuant to State Statute 301.37(3). The 2017 annual inspection of the Glendale PD municipal lockup was conducted on October 24, 2017. This report summarizes the results of the annual inspection.

INSPECTION SUMMARY

Physical Environment 349.07

The 10 cells and adjacent booking area were inspected and found to be in good condition. All doors and locks were found to be in working order, as were the toilets and sinks. At the time of inspection, one cell was closed due to a detainee who was found to be positive for Hepatitis C and maintenance had not yet sanitized the cell.

Inspections of cell and fire escape locks and doors are being recorded pursuant to 349.12(3)(5) on a monthly basis. The first aid kit and the fire extinguishers continue to be checked on a weekly basis, with the fire alarms and smoke detectors being checked daily. These are all excellent practices that ensure the safety of the facility.

Sanitation and Hygiene 349.08

The inmate hygiene supplies located at the facility were found to meet code standards. Again, the lockup area was found to be clean and well organized.

Health Care 349.09

The Glendale Municipal Lockup uses an admission screening form (DOC 349.17), which is to be completed on each individual being detained in a cell. A review of the completed admission screens found that a health screening form is being completed on each individual being placed in one of the cells. Current Glendale policy stipulates that medications will be placed with the arrestee's property and that medications only be provided upon supervisory approval.

Fire Safety 349.10

The facility was found to be in compliance of DOC 349.10(4) Fire Safety. The most recent fire inspection by the North Shore Fire Department was completed on 5/23/17. An evacuation route is posted in the lockup area and fire protection equipment is on site should the need arise.

Records and Reporting 349.11

A review of the admission screening and booking reports revealed that appropriate information is being obtained on all individuals being booked into the Glendale Municipal Lockup. Since the last annual inspection in 2016, there have been no notifications to this office regarding any unusual occurrences. As an annual reminder, please have your staff contact my office at (414) 227-3997 within 48 hours to report any of the following incidents in the detention area:

- An inmate dies.
- An inmate attempts suicide and is admitted to a hospital.
- An inmate or staff have been injured and are hospitalized due to the injury.
- An inmate escapes or attempts to escape from confinement.
- There is any significant damage to the lockup affecting the safety or security of the lockup.

Security 349.12

As noted earlier, the facility was found to be in compliance with DOC 349.12(3)(5) Security Reporting, as records are being obtained for all monthly inspections. Cell checks are also being completed and documented as required. A review of completed booking sheets found that security checks are generally being conducted and documented approximately [REDACTED] minutes for adults. [REDACTED]

Detention of Juveniles 349.21

Your department has submitted policies and procedures as outlined in DOC 349.21 to hold juveniles. A spot review of the juvenile files found that security checks are being completed approximately [REDACTED] minutes. A system is in place to report detentions to the Department of Justice, as is required. Adult and juvenile records are also being kept separate as required, and sight and sound separation is being maintained.

Approval

The Glendale Municipal Lockup is approved for the detention of adults for up to 72 hours and for the detention of juveniles for up to 6 hours. This approval is with the understanding that continued compliance with the Department of Corrections Administrative Code, Chapter DOC 349, and applicable state statutes is maintained, and that sight and sound separation between adults and juveniles continues to occur.

I would like to thank Lieutenant Dave Hinman for his assistance during the inspection and for providing the necessary information for the review of your lockup's operations. Please feel free to contact me should you have any questions, or if I may be of assistance to you and your Department.

Sincerely,

A handwritten signature in black ink, appearing to read "Greg A. Bucholtz", with a stylized flourish at the end.

Gregory A. Bucholtz, Inspector
Office of Detention Facilities

Cc: Bryan Kennedy, Mayor
Kristi Dietz, ODF Director
File